



AI in Action Workshop

Overview

In today's fast-evolving business environment, professionals are under increasing pressure to harness AI tools that can boost efficiency, creativity, and decision-making. While many have explored beginner tools, few feel confident moving beyond surface-level experimentation into meaningful applications that support real business needs. This new 3-hour hands-on AI workshop is designed to close that gap.

Learning Outcomes

By the end of the workshop, participants will be able to:

1. Understand key AI concepts and terminology relevant to business use.
2. Gain hands-on experience with multiple AI tools and use cases.
3. Build practical outputs they can reuse and adapt in their own roles.
4. Leave with a foundational workflow they can expand post-workshop.

Workshop Details

Duration: 3 hours

Delivery Format: In-person

Workshop Details

This 3-hour, hands-on workshop is designed for business professionals who are ready to move beyond basic AI experiments and begin integrating AI into their real-world workflows. It introduces practical tools and use cases that enhance communication, streamline work, and support more efficient processes, without requiring a technical background.

Participants will complete three structured challenges that progress in complexity. These include generating business content with AI, using AI to assist with spreadsheet and data tasks, and building a simple automation using a no-code platform. Each challenge is based on a relatable business scenario and includes live demonstrations, guided practice, and opportunities to experiment with tools directly.

By the end of the session, participants will walk away with tangible outputs, practical skills, and greater confidence in their ability to meaningfully use AI in their day-to-day.

Agenda

Welcome & AI Foundations

- Introductions and session goals
- Overview of generative AI, no-code tools, and their business relevance

Challenge 1: Generative AI for Business Content

- Demo: using ChatGPT to make images, email templates, or marketing copy
- Activity: create and iterate on content using prompt strategies

Challenge 2: AI-Powered Spreadsheet & Data Tasks

- Use AI to support Excel/Google Sheets tasks: formulas, cleanup, models
- Activity: generate formulas, structure budgets or forecasts, organize data

Challenge 3: Build a No-Code Automation

- Step-by-step walkthrough of Make and/or Zapier
- Activity: build a simple workflow (e.g., form to sheet to notification)

Wrap-Up

- Resources for continued learning
- Feedback Forms and closing remarks

About the Ottawa Education Group (OEG)

We are an ed-tech company dedicated to helping organizations innovate and grow. We design, manage, and deliver high-quality, relevant talent development programs that are flexible, accessible, and always aligned with current and future skills needs. We are the catalyst for organizations to unlock new opportunities and make a lasting impact.

Our tailored programs and services help organizations enhance team capabilities and address specific challenges. Through offerings like strategic global expansion support, corporate training, AI-driven student sourcing, and custom educational products, we enable businesses and institutions to thrive in today's dynamic environment.

Site Visit Consent and Invitation

We stand behind the quality and integrity of our education and training programs. We are deeply committed to transparency and excellence, consistently ensuring that our offerings meet and exceed the expectations of both our participants and our valued funding partners. In this spirit, we wholeheartedly welcome and encourage site visits from those who are interested. Such visits provide a unique opportunity for our partners to experience firsthand the impact of their support, witness our innovative teaching methodologies, and engage with both instructors and participants. We are confident that a closer look at our operation and the positive outcomes we achieve will only strengthen the trust and collaboration between us and our funding partners.

Please feel free to contact us to arrange a visit at your convenience; we look forward to showcasing the dedication and quality that define our programs.

Contact

For any questions about program materials, delivery, or accommodations, please email Dan Carpenter, Director of Employer Relations (dcarpenter@ottawa.education) or inquire at info@ottawa.education.